



**COMMERCIAL BUSINESS
BUILDING AND FIRE SAFETY CHECKLIST
GENERAL ITEMS**

Note: Questions regarding these requirements may be directed to:
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Jim Buchanan, Fire Marshal (435) 734-2001 Ext. 281, Pager 1-800-612-7288

☒ = O.K. X = Not Needed Blank = Needs Correction To Comply

Building Safety

	1) Is the building being used under the same occupancy as it was designed for? (IBC 302.1)
	2) Have any changes in use, occupancy, building composition or construction been completed without a building permit?
	3) Does the building have a fire sprinkler system? If so see Fire Sprinkler Checklist .
	4) Is the address posted on the building so that it is visible from the street? (IBC 501.2)
	5) Egress System per IBC Chapter 10 may include but not be limited to the following: a) Are sidewalks, isles and walkways inside and outside the building free from tripping hazards, storage and obstructions? (IBC Section 1003) b) Are steps and ramps maintained including handrails, guardrails and landings? (IBC Chapter 10) c) Are doors openable from the inside with thumb turn deadbolt or lock not requiring the use of a key or any special knowledge or effort? (Exception: In an <u>A</u> ssembly occupancy with 300 or less occupants, or Groups <u>B</u> usiness, <u>F</u> actory, <u>M</u> erchandise sales, <u>S</u> torage or churches the main exterior door or doors may have a keyed deadbolt if a sign at the door states "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" in 1 inch letters with a contrasting background.) (IBC 1003.3.1.8) d) Do doors serving 50 or more occupants swing out? (IBC 1003.3.1.2) e) Is panic hardware on any door and if so is it operating correctly? (IBC 1003.3.1.9) f) Flush bolts, deadbolts, chains and bars are not permitted as locking devices on exit doors. (IBC 1003.3.1.8.1)
	6) Is an occupant load limit posted in assembly (conference or gathering) rooms? (IBC 1003.2.2.5)
	7) Are there exit signs and if so are they self-illuminated with a backup source of power if commercial power is lost? (IBC 1003.2.10)
	8) Is there emergency egress illumination (battery backup lights) and if so are they working? (IBC 1003.2.11)
	9) Are storage spaces under stairs protected with 5/8" Type X sheetrock? (IBC 1005.3.2.2)
	10) Is the building being maintained in a safe and orderly manner?

Electrical

	1) Do electrical panels have a clear working space in front of them at least 30" wide, 36" deep (out from the face) and 6 1/2' high for access? (NEC 110-26)
	2) Are breakers and electrical disconnect switches labeled and free of tape or devices that restrict their operation? (NEC 110-22)
	3) Are openings in panels, junction boxes etc. properly covered or filled? (NEC 110-12)
	4) Are switches, outlets, lights, all electrical fixtures, appliances and equipment clean and maintained in working order with covers in place and installed per their listing? (NEC 110-12)
	5) Are conduits and wires secured and protected from damage? (NEC 300)
	6) Extension Cords and plug strips must be: a) Used only for portable equipment. b) Sized for the ampacity of the equipment, in good condition with proper grounding.

	c) Be protected from physical damage and not run through walls, floors, ceilings or under doors.
	d) Plug strips must be listed and have integrated overcurrent protection. (IFC 605 & NEC 400)
	7) Is the grounding system safe and in working order? (NEC 240)
	8) Does the building have a hazardous occupancy as defined in NEC Chapter 5 (explosives, flammables etc.) installed and maintained per the code?

Mechanical

	1) Is mechanical equipment installed and maintained per manufactures instruction? (IMC 304)
	2) Are combustible materials and construction kept away from heat producing appliances, vents and chimneys? (IMC 304.7)
	3) Are pipes, vents and ducts properly supported to prevent damage? (IMC 305)
	4) Are condensate (water) drains piped to a sewer drain for proper disposal?
	5) Does the ventilation system have proper makeup (fresh outside) air for the occupancy? (IMC Chap. 4)
	6) Are exhaust fans (bathroom, cooking hood etc.) working properly? (IMC Chap. 5)
	7) Is combustion air supplied to fuel burning appliances (from inside or outside the building)? (IMC Chap. 7)

Plumbing

	1) Is the plumbing system properly supported and in good working order? (IPC Chap. 3)
	2) Are plumbing fixtures maintained and is the toilet seat free of scratches and wear? (IPC Chap. 4)
	3) Water heater: (IPC Chap. 5) <ul style="list-style-type: none"> a) Is the water heater properly connected to gas (or electric) and vent system? b) Does the heater have seismic straps? c) Is the pressure relief valve sized correctly (210 F, 150 psi)? d) Is the pressure relief valve drain leg on piped so as not to cause personal injury (preferably within 12" of the floor pointing down)?
	4) Is water distribution and waste drain pipes run in approved material? (IPC Chap. 6,7,9)
	5) Are required backflow devices in place and functioning correctly to prevent contamination of the culinary water supply? i.e. landscape sprinkler, hose bibs etc. (IPC 608)
	6) Do indirect waste systems (3 compartment sinks etc.) have properly air gaps and air breaks? (IPC Chap. 8)
	7) Are P-traps installed on all drains (including grease traps when required)? (IPC Chap. 10)

Fire Protection

	1) One fire extinguisher, size 2-A:10-B:C (5 pound) within 75 feet of all areas of the building shall be installed with the top of the extinguisher not more than 5' above the floor.
	2) Are all extinguishers tagged with a current Fire Marshal's Inspection Tag?
	3) Are all fire extinguishers visible, readily accessible and mounted on a bracket or in a cabinet?

Site Conditions

	1) Is the yard around the business free of weeds and debris?
	2) Are dumpsters located at least five feet away from combustible walls, openings and roof eaves?
	3) Do fire hydrants have a three feet clear space around them?

Form SI-01-01/02